

## **1010 - MAYOR/COMMISSIONER AIDE**

### **NATURE OF WORK**

This is intense specialized professional work which entails research and correspondence in the Office of the Mayor with respect to citizens complaints and concerns as well as a variety of other subjects.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Analyzes speeches, written documents; researches constituent complaints.

Composes constituent responses; develops grant/research papers, letters to the City Manager.

Proofreads Mayor/Commissioner speeches, letters, requests to the City Manager, internal/external mail.

Trains and oversees internship program.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles of general management, public and business administration, their application to governmental administration.

Thorough knowledge of the principles of public personnel administration and of City personnel policies and procedures.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources of availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and practices.

Ability to supervise subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.

### **MINIMUM REQUIREMENTS**

Bachelor's degree. Considerable administrative/professional experience. Experience may substitute for education on a year-for-year basis.

## **1010 - MAYOR/COMMISSIONER AIDE**

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the Mayor/Commissioners; work is performed with little direct supervision and with latitude for use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

### **SUPERVISION EXERCISED**

May supervise and be accountable for the work of subordinate administrative or clerical employees.

Rev. 11/98